

EDUCATIONAL EXAMINERS BOARD[282]

Adopted and Filed

Pursuant to the authority of Iowa Code section 272.2, the Board of Educational Examiners hereby amends Chapter 22, "Authorizations," Iowa Administrative Code.

The amendment adds an experience requirement to convert the initial School Administration Manager authorization to a standard School Administration Manager authorization. This requirement also includes a verification that the applicant has met the competencies and skills verified by the supervising administrator and aligns the conversion requirements to the requirements to convert an initial teaching or initial administrator license.

Notice of Intended Action was published in the Iowa Administrative Bulletin as **ARC 1379C** on March 19, 2014. A public hearing was held on April 9, 2014, with written comment accepted until April 11, 2014. No one attended the hearing, and no written comments were received.

This amendment is identical to that published under Notice of Intended Action.

There is an agencywide waiver provision available in 282—Chapter 6.

The Board of Educational Examiners adopted this amendment on June 20, 2014.

After analysis and review of this rule making, there is no anticipated impact on jobs.

This amendment is intended to implement Iowa Code section 272.2(1)"a."

This amendment will become effective August 27, 2014.

The following amendment is adopted.

Amend subrule 22.6(5) as follows:

22.6(5) *Specific requirements for a standard school administration manager authorization.* The initial school administration manager authorization shall be converted to the standard school administration manager authorization provided the following requirements are met.

a. Training. A school administration manager shall attend an approved training program at the onset of the individual's hire as a school administration manager. The training for school administration managers is set forth in 281—subrule 82.7(2).

b. Experience. An applicant shall complete one year of experience as a school administration manager in an Iowa school. The supervising administrator shall verify this experience and the applicant's completion of the required competencies.

~~b. c.~~ *Competencies.* Applicants shall demonstrate completion of or competency in the following:

(1) Each school administration manager shall demonstrate competence in technology appropriate to the school administration manager position. The school administration manager will:

1. Become proficient in the use of the approved time-tracking software tool;
2. Schedule the administrator's time using the approved software, update and reconcile the calendar daily, and attempt to pre-calendar the administrator at or above the administrator's goal; and
3. Regularly schedule, review, and reflect with the administrator on the graphs and data provided through the software.

(2) Each school administration manager shall demonstrate appropriate personal skills. The school administration manager:

1. Is an effective communicator with all stakeholders, including but not limited to colleagues, community members, parents, and students;
 2. Works effectively with employees, students, and stakeholders;
 3. Maintains confidentiality when dealing with student, parent, and staff issues;
 4. Clearly understands the administrator's philosophy of behavior expectations and consequences;
- and

5. Maintains an environment of mutual respect, rapport, and fairness.

[Filed 6/27/14, effective 8/27/14]

[Published 7/23/14]

EDITOR'S NOTE: For replacement pages for IAC, see IAC Supplement 7/23/14.